

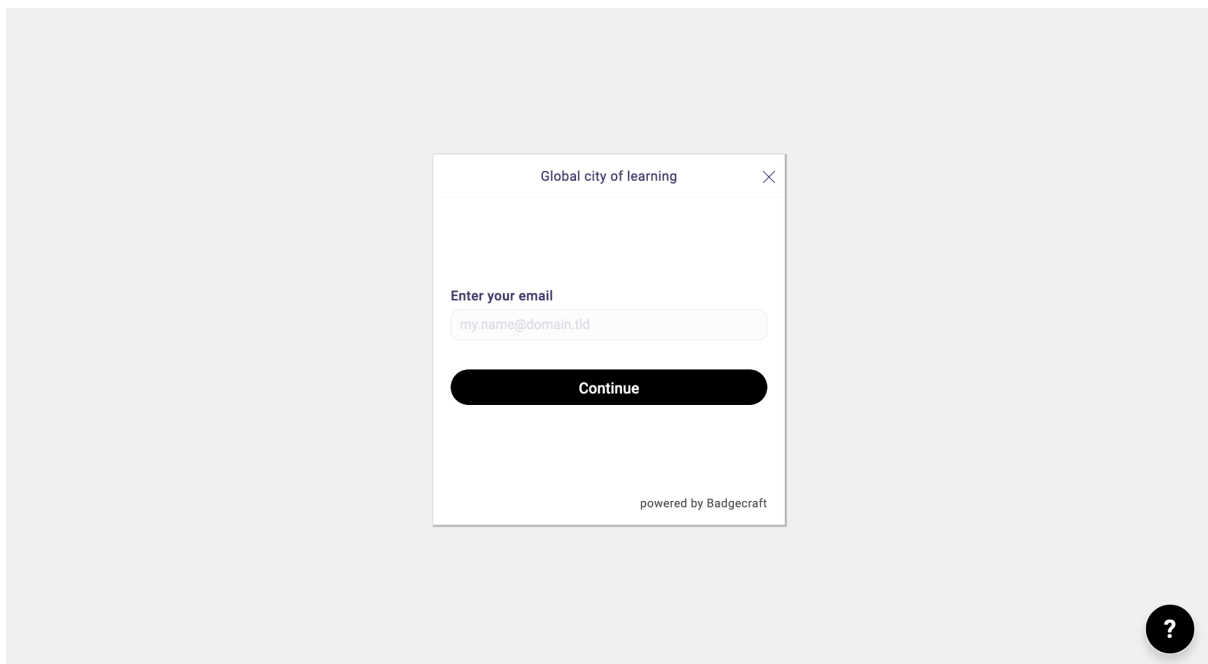
## IO3 Testing scenario to collect feedback about the **Endorsement feature** on the Cities of Learning platform

The **Endorsement feature** should enable the following:

- Ask, receive, issue or decline Endorsements on Organiser, Playlist/Activity and Open Badge levels
- View issued Endorsements on all levels cascading from the Organiser to Playlist/Activity to Open Badge's level.

### Part 1. Please, take the following steps to test the endorsement feature from an **Organiser's perspective**.

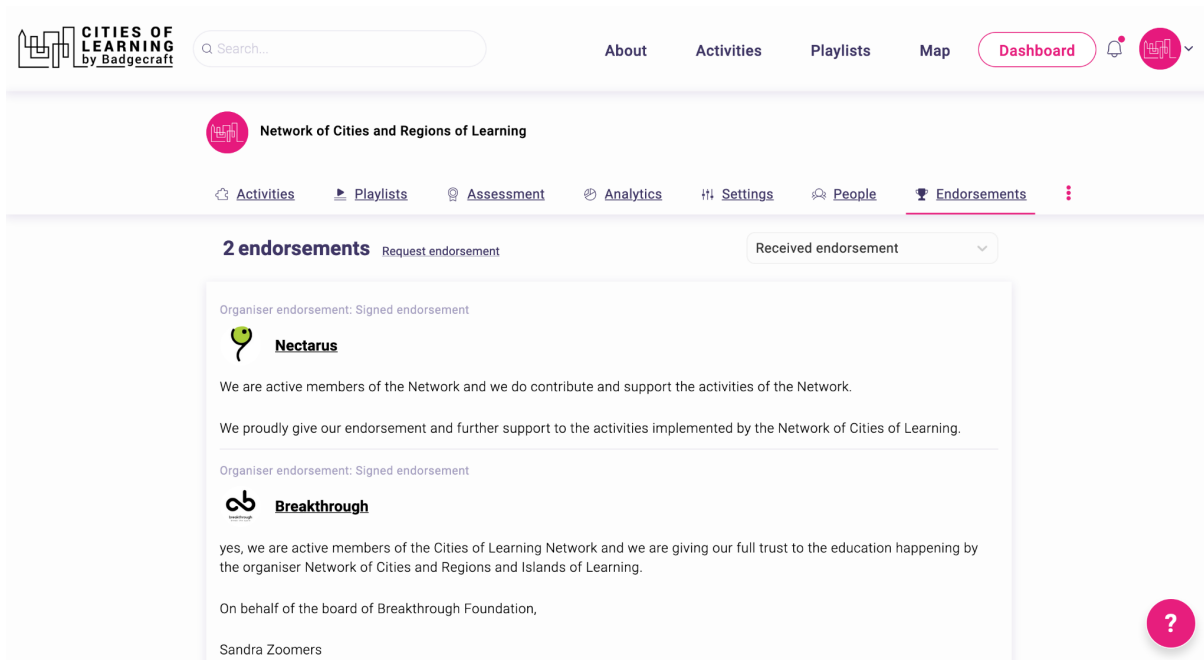
1. Go to <https://www.global.cityoflearning.eu> and make sure you are **logged in** to the [Cities of Learning platform](#) with your **Personal account**.



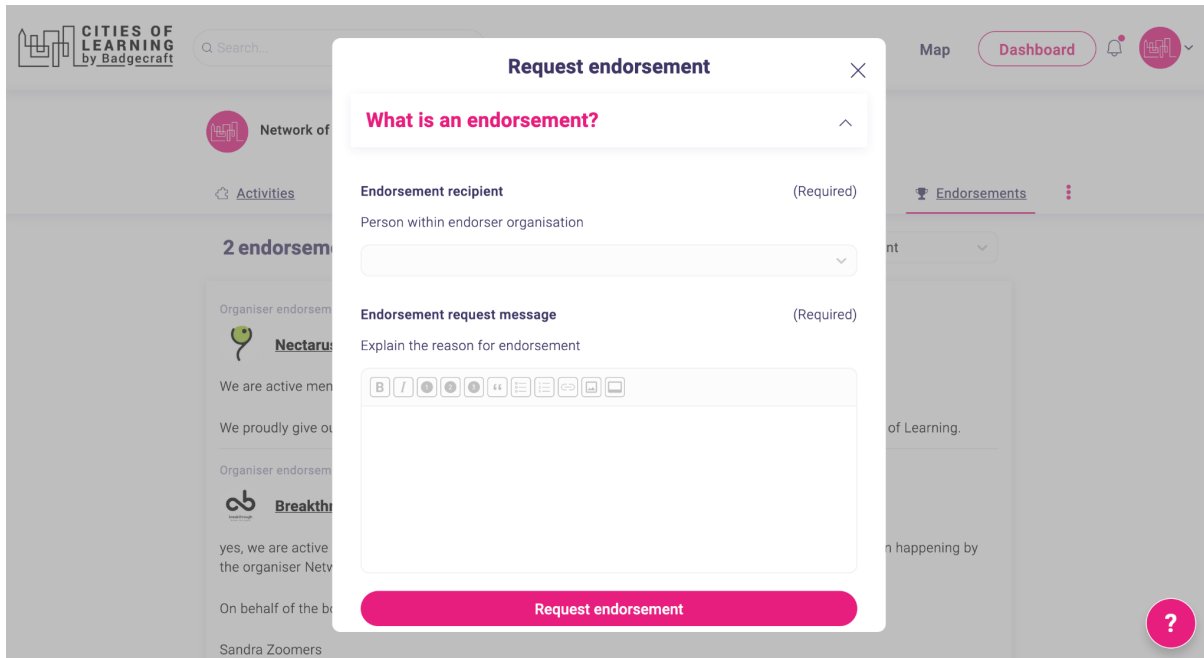
- For an **Organiser's account** that you manage > then go to your profile > search in the Organisers' list and select wanted Organiser's account.
- For a **Playlist or Activity** that you manage > then go to your [Dashboard](#) > Playlists or Activities tab > Search and select wanted Playlist or Activity.
- For a **Badge** that you can issue > then go to your [Dashboard](#) > Playlists tab or Activities tab > go to Badges tab > Search and select wanted badge.

*Tip: Use the search bar on the page top to quickly find any Organiser account, Playlist, Activity or Badge that you have management permissions.*

- Go to the Endorsement tab and click **“Request endorsement”** (the same tab is available for all levels you can ask for endorsement for).



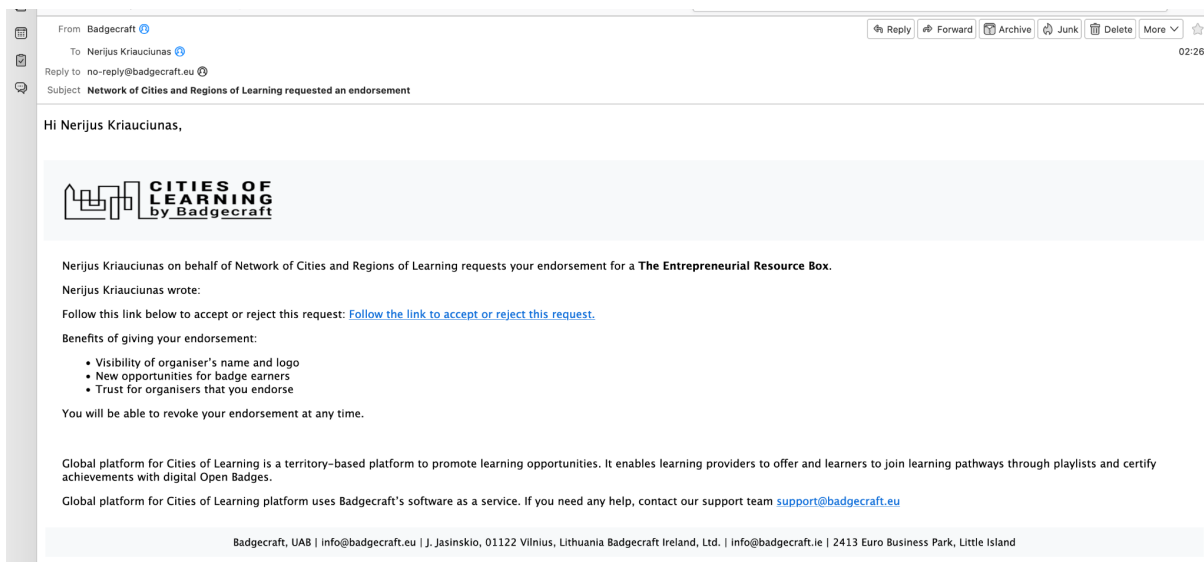
- Fill in the Endorsement request form and click the **“Request Endorsement”** button to send it.



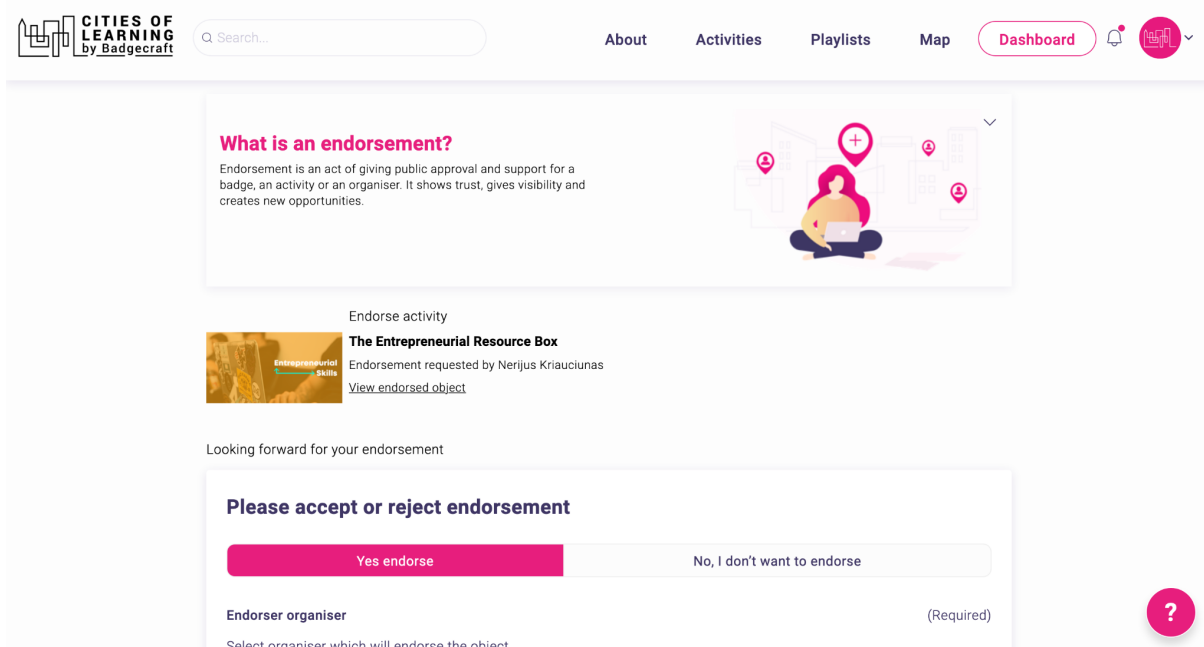
Then, continue to the next page to test the endorsement feature from an Endorser’s perspective.

## Part 2. Please, take the following steps to test the endorsement feature from an Endorser's perspective.

1. Before testing, ensure that someone using the Cities of Learning platform as an Organiser **has sent an Endorsement** request for an Organiser, a Playlist, an Activity or a Badge.
2. Check your email inbox for an **email notification** from [info@badgecraft.eu](mailto:info@badgecraft.eu) with an Endorsement request (also check the Spam folder). Then, follow the instructions provided in the email.



3. Complete the **Endorsement approval form** by choosing to issue or decline an Endorsement.



After completing the Endorsement feature's experience testing, fill in this feedback form: <https://forms.gle/Auho4k6X6eigrqjQ9>.